

9 February 1971

OFFICE OF PERSONNEL MEMORANDUM NO. 10-23-4

SUBJECT : Classification of Official Information and Material

25X1 REFERENCE : [] Classification of Official Information and
Material

RESCISSION: OPM 10-23-3 dated 22 July 1969

1. Authority for the original classification of documents or other material emanating from the Office of Personnel rests with the Authorized Classifiers designated below. Each member of the Office of Personnel who generates classified information is expected to be familiar with the rules set forth [] and to recommend the proper classification to the appropriate Authorized Classifier. When required, assistance and guidance may be obtained from the Assistant Classification Control Officers designated herein.

a. Assistant Classification Control Officers

Deputy Director of Personnel
Executive Assistant

b. Authorized Classifiers

(1) All Classifications

Deputy Directors of Personnel
Division and Staff Chiefs and their Deputies

(2) Classifications through SECRET

Branch Chiefs and their Deputies

2. The referenced Regulation requires that a group control marking be indicated on classified data in addition to the usual security classification of TOP SECRET, SECRET, or CONFIDENTIAL. All classified material originating in the Office of Personnel is considered to be of an intelligence nature within the definition of Group 1, "Excluded from Automatic Downgrading and Declassification," and will contain the Group 1 marking which will be placed to the right of the normal security classification appearing at the bottom of the page. If the document consists of more than one page, the group control marking is required only on the first page.

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Harry B. Fisher
Director of Personnel

OPM 5-71

25X1
Group 1
Excluded from Automatic
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Declassification